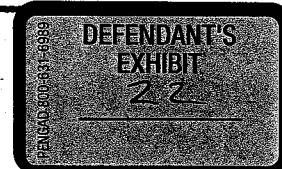




THE CITY OF DOTHAN

EMPLOYEE JOB PERFORMANCE EVALUATION FORM



NAME		PERIOD COVERED	TYPE		STATUS CODE
BRACKIN MARY E		04-07-2003	G		CA
SOCIAL SECURITY NUMBER	DEPARTMENT		EVALUATOR(S)		
416-17-1297	JUDICIAL DEPARTMENT				
JOB TITLE		HIRE DATE	STATUS DATE	ANN DATE	
00010 MAGISTRATE		05-01-1992	04-22-2001	PT	05/01

INSTRUCTIONS: EVALUATING SUPERVISOR COMPLETES SECTION I BY RATING EMPLOYEE (1-3) ON JOB PERFORMANCE ACCORDING TO THE BASIC TASK LIST RATING GUIDE FOR THE EMPLOYEE'S POSITION. COMMENTS MUST ACCOMPANY EACH TASK RATING OF UNSATISFACTORY OR EXCEPTIONAL IN THE SPACE PROVIDED.

RATING SCALE: 1 = UNSATISFACTORY 2 = SATISFACTORY 3 = EXCEPTIONAL			
SECTION I			
BASIC TASK FOR POSITION AS DETAILED ON RATING GUIDE			CHECK APPROPRIATE RATING
TASK 1: COMMENTS Mary Beth does an outstanding job accounting for receipts & money for payment of fines & costs.			1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input checked="" type="checkbox"/>
TASK 2: COMMENTS Mary Beth is thorough in determining probable cause for issuance of warrants and summons.			1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input checked="" type="checkbox"/>
TASK 3: COMMENTS			1 <input type="checkbox"/> 2 <input checked="" type="checkbox"/> 3 <input type="checkbox"/>
TASK 4: COMMENTS Mary Beth is diligent in processing motions received by the court from attorneys.			1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input checked="" type="checkbox"/>
TASK 5: COMMENTS			1 <input type="checkbox"/> 2 <input checked="" type="checkbox"/> 3 <input type="checkbox"/>
TASK 6: COMMENTS			1 <input type="checkbox"/> 2 <input checked="" type="checkbox"/> 3 <input type="checkbox"/>
TASK 7: COMMENTS			1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/>
TASK 8: COMMENTS			1 <input type="checkbox"/> 2 <input checked="" type="checkbox"/> 3 <input type="checkbox"/>
TASK 9: COMMENTS			1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/>
TASK 10: COMMENTS			1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/>
NUMBER OF TASKS RATED ON: 7			TOTAL RATING SECTION I 17

DOTHAN/Martin & Brackin 0917
Confidential Subject to Protective
Order

SECTION II - TO BE COMPLETED BY EVALUATING SUPERVISOR

RATE EMPLOYEE BY CHECKING APPROPRIATE RATING (1 - 3) ON EACH FACTOR BELOW. COMMENTS MUST ACCOMPANY EACH RATING OF UNSATISFACTORY OR EXCEPTIONAL.

RATING SCALE: 1 = UNSATISFACTORY 2 = SATISFACTORY 3 = EXCEPTIONAL

1. <u>QUALITY OF WORK</u> COMMENTS: <i>Mary Beth handles a large volume of work & does so efficiently</i>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input checked="" type="checkbox"/>
2. <u>INITIATIVE</u> COMMENTS: <i>Mary Beth works well on her own requiring little or no supervision</i>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input checked="" type="checkbox"/>
3. <u>COOPERATION</u> COMMENTS:	1 <input type="checkbox"/>	2 <input checked="" type="checkbox"/>	3 <input type="checkbox"/>
4. <u>SAFETY CONSCIOUSNESS</u> COMMENTS:	1 <input type="checkbox"/>	2 <input checked="" type="checkbox"/>	3 <input type="checkbox"/>
5. <u>QUANTITY OF WORK</u> COMMENTS: <i>Mary Beth handles an enormous amount of work very efficiently</i>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input checked="" type="checkbox"/>
6. <u>JOB KNOWLEDGE</u> COMMENTS:	1 <input type="checkbox"/>	2 <input checked="" type="checkbox"/>	3 <input type="checkbox"/>
7. <u>DEPENDABILITY</u> COMMENTS:	1 <input type="checkbox"/>	2 <input checked="" type="checkbox"/>	3 <input type="checkbox"/>
<u>DEALING WITH THE PUBLIC</u> COMMENTS:	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>
RECORD THE NUMBER OF TASKS RATED ON IN SECTION II HERE ↓:	7		RECORD TOTAL RATING FOR SECTION II HERE ↓: 17

SECTION III - OVERALL RATING TO BE COMPLETED BY EVALUATING SUPERVISOR

TO DETERMINE EMPLOYEE'S OVERALL PERFORMANCE RATING, DIVIDE THE SUM OF THE RATINGS FOR SECTION I AND SECTION II BY THE TOTAL COUNT OF TASKS ON WHICH THE EMPLOYEE WAS RATED.

	RATING		TASKS		HAS EMPLOYEE BEEN PROMOTED, DEMOTED, TRANSFERRED OR HAD A SIMILAR CHANGE IN POSITION OR SUPERVISION DURING THIS RATING PERIOD? IF YES, EACH SUPERVISOR COMPLETES A PERFORMANCE EVALUATION FORM FOR EACH SUCH OCCURRENCE AND THE CURRENT SUPERVISOR AVERAGES THE SCORES TO DETERMINE THE EMPLOYEE'S TOTAL SCORE FOR THE RATING PERIOD.
SECTION I	17		7		
SECTION II +	17		7		
TOTAL =	34	÷	14	=	
TOTAL SCORE					2.43

1.00 - 1.99 UNSATISFACTORY 2.00 - 2.99 SATISFACTORY 3.00 EXCEPTIONAL

USE THIS SPACE TO CONTINUE COMMENTS FOR ITEMS IN SECTION I OR SECTION II OR TO DOCUMENT SEPARATE RATINGS.

PERFORMANCE EVALUATION INFORMATION

AUTHORITY:	(1) CIVIL SERVICE ACT, SECTION 9, PERSONNEL DIRECTOR (2) PERSONNEL RULES AND REGULATIONS VII - JOB PERFORMANCE EVALUATIONS	
EMPLOYEE STATUS CODES:	CA - REGULAR FULL TIME CB - PROBATIONARY FULL TIME CC - PART TIME	
TYPES OF PERFORMANCE EVALUATIONS:	<p>ANNUAL TYPES: G - ANNUAL PERFORMANCE EVALUATION</p> <p>6 MONTH PROBATION TYPES: A - PROBATION I (END OF FIRST 3 MONTHS) C - PROBATION II/REGULAR STATUS (END OF SECOND 3 MONTHS)</p> <p>12 MONTH PROBATION TYPES: A - PROBATION I (END OF FIRST 3 MONTHS) D - PROBATION II (END OF SECOND 3 MONTHS) E - PROBATION III (END OF THIRD 3 MONTHS) F - PROBATION IV/REGULAR STATUS (END OF FOURTH 3 MONTHS)</p> <p>*SECTION 7-40 TYPES: SA - END OF FIRST TWO MONTHS SB - END OF SECOND TWO MONTHS SC - END OF THIRD TWO MONTHS</p> <p>*PERSONNEL RULE 7-40</p>	
DEFINITION OF PERFORMANCE LEVELS	UNSATISFACTORY	PERFORMANCE CONSISTENTLY FAILS TO MEET JOB REQUIREMENTS
	SATISFACTORY	PERFORMANCE CONSISTENTLY MEETS JOB REQUIREMENTS
	EXCEPTIONAL	PERFORMANCE CONSISTENTLY EXCEEDS JOB REQUIREMENTS
DEFINITION OF SECTION II FACTORS	QUALITY OF WORK	EXTENT TO WHICH WORK IS ACCURATE, COMPLETE, TIMELY, THOROUGH, ERROR FREE, ORGANIZED, ETC.
	INITIATIVE	EXTENT TO WHICH EMPLOYEE IS A SELF STARTER, TAKES RESPONSIBILITY IN COMPLETING WORK WITHOUT BEING DIRECTED; SEEKS TO IMPROVE WORK METHODS OR PROCEDURES.
	COOPERATION	EXTENT TO WHICH EMPLOYEE SHOWS INTEREST IN AND ENTHUSIASM FOR WORK; TEAM SPIRIT; COOPERATIVE WITH COWORKERS AND SUPERVISOR(S).
	SAFETY CONSCIOUSNESS	AWARE OF SAFE WORK PRACTICES; DEMONSTRATES SAFE WORK PRACTICES AND EXHIBITS UNDERSTANDING OF IMPORTANCE OF SAFETY IN PERFORMANCE OF ASSIGNMENTS.
	QUANTITY OF WORK	AMOUNT OF WORK PERFORMED TO ACCOMPLISH JOB TASKS IN A TIMELY AND ACCURATE MANNER.
	JOB KNOWLEDGE	EXTENT TO WHICH EMPLOYEE EXHIBITS UNDERSTANDING OF FUNDAMENTAL PRINCIPLES AND PRACTICES ASSOCIATED WITH THE JOB AND THE ACTIONS NECESSARY TO APPLY THEM TO ACCOMPLISH JOB.
	DEPENDABILITY	RELIABLE, PUNCTUAL, GOOD ATTENDANCE, MEETS DEADLINES WITHOUT SACRIFICING ACCURACY OR QUALITY; CARRIES ASSIGNMENTS THROUGH TO COMPLETION.
	DEALING WITH THE PUBLIC	EXTENT TO WHICH EMPLOYEE EFFECTIVELY INTERACTS WITH PUBLIC AND CUSTOMERS IN PERFORMANCE OF DUTIES.

SECTION III (CONTINUED FROM PAGE 3)

EVALUATING SUPERVISOR'S COMMENTS: Mary Beth continues to be a high asset to the city.

EVALUATING SUPERVISOR SIGNATURE

Betty

DATE

4-10-03

SECTION IV - REVIEWING DIVISION HEAD OR NEXT HIGHER REVIEWING SUPERVISORY LEVEL

REVIEWER'S COMMENTS:

REVIEWER'S SIGNATURE

DATE

SECTION V - APPROVING AUTHORITY COMPLETES THIS SECTION BEFORE THE EVALUATING SUPERVISOR CONDUCTS THE PERFORMANCE INTERVIEW SESSION WITH THE EMPLOYEE.

ADDITIONAL PERSONNEL ACTIONS (STATUS CHANGE) REQUESTED BY APPROVING AUTHORITY:

IS THIS EMPLOYEE BEING RECOMMENDED FOR CONTINUED EMPLOYMENT?

YES ☒ NO ☐

IF NO, EXPLAIN FULLY BY ATTACHING ADDITIONAL SUPPORTING DOCUMENTATION.

IF YES, AND THIS IS A TYPE C OR TYPE F PROBATIONARY EVALUATION, COMPLETE A STATUS CHANGE FORM (PF#101) AND SUBMIT WITH THIS FORM.

APPROVING AUTHORITY (DEPARTMENT HEAD) COMMENTS:

APPROVING AUTHORITY SIGNATURE

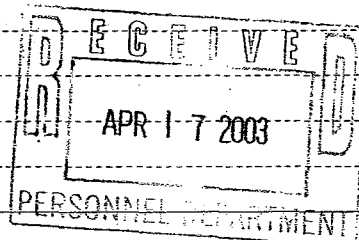
Padon

DATE

04/16/03

SECTION VI - EMPLOYEE PERFORMANCE REVIEW AND INTERVIEW SESSION

EMPLOYEE COMMENTS ON JOB PERFORMANCE EVALUATION AND INTERVIEW SESSION:

I concur.

DATE OF PERFORMANCE INTERVIEW SESSION

EMPLOYEE'S SIGNATURE

Mary Beth Brackin

DATE

4-16-03

EVALUATING SUPERVISOR SIGNATURE

Betty

DATE

4-22-03

SECTION VII - TO BE COMPLETED BY PERSONNEL

DATE / TYPE OF NEXT EVALUATION: DATE

TYPE:

SCORE

2.43 (81)

AVERAGE

80.17

STATUS CODE

REGULAR STATUS EFFECTIVE DATE

AS400

mm